

CITY OF SAN ANTONIO

HUMAN RESOURCES DEPARTMENT

2012 Voluntary Furlough Program Fast Facts

In fiscal year 2012, all active full-time and part-time civilian employees, including probationary employees, will be given the opportunity to voluntarily take up to 40 hours of unpaid leave as furlough days. Below are some fast facts about the program:

How do I request Voluntary Furlough Leave?

- Submit a Notice of Leave form to your Department Director or his/her designee in accordance with your departmental attendance procedures on scheduled leave. The code for the leave type will be **VF01**.
- Your request will be approved/denied by your Department Director or his/her designee.

Who is eligible to take Voluntary Furlough Leave?

- Active full-time and part-time civilian employees, including probationary employees.
- Grant-funded employees, unless specifically prohibited by the grant the employee is paid from.

When can Voluntary Furlough Leave be taken?

- From October 2011 through September 30, 2012.
- If approved in advance by your supervisor and Department Director.
- Employees can request Voluntary Furlough Leave even if they have approved overtime available.
- Unlike other Leave Without Pay days, Voluntary Furlough Leave can be taken even if employees still have paid leave available.
- Employees can take Voluntary Furlough Leave before or after a holiday with advanced approval from their supervisor.

When can Voluntary Furlough Leave not be taken?

- During a mandatory work schedule.
- For Extended Sick Leave or Workers' Compensation.

How much Voluntary Furlough Leave can I take?

- The Voluntary Furlough Program provides only 40 hours of furlough leave, regardless of whether an employee's workday is eight or 10 hours.

Will Voluntary Furlough Leave impact my benefits, seniority date or date of rank?

- City contributions for your health, dental, and life insurance will continue in the same amounts while you are taking Voluntary Furlough Leave and you are still responsible for your portion of benefits costs.
- You will continue to accrue Personal and Annual leave during Voluntary Furlough Leave.

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- Voluntary Furlough Leave will not affect paid holidays as approved by City Council.
- Voluntary Furlough Leave will not impact your seniority date or date of rank.
- Taking Voluntary Furlough Leave before or after a holiday does not affect holiday pay.

Other information:

- There is not currently an appeals process if your Voluntary Furlough Leave request is denied.
- In accordance with Administrative Directive 4.2, *Workplace Attendance*, approved leave may not be rescinded by the Department without the Department Director's or a delegated executive staff member's approval.
- Requests can be cancelled using the process outlined in your departmental attendance procedures for canceling any approved leave.
- Voluntary Furlough Leave off is not counted as time worked for the purposes of calculating overtime.
- Due to the Fair Labor Standards Act (FLSA), employees cannot be contacted about work-related issues nor should they perform work-related duties while out on Voluntary Furlough Leave. In an effort to uphold this policy, it is the responsibility of the employee to remind their supervisor they will be taking Voluntary Furlough Leave the day before their leave begins.